



WESTERN COVENTRY FIRE DISTRICT

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**Standard Administrative Procedure (SAP) Committee Meeting
Thursday, 24 May, 2012, 7:00 p.m.**

AGENDA*

1. Call to order, attendance, confirmation of posting and quorum.
2. Acceptance of minutes of 3 May, 2012 meeting*
3. Review and possibly revise SAP 5211.05 Access to Public Records as it pertains to methods of submitting an APRA request.*
4. Review and possibly vote to approve for BOD approval updated versions of SAPs for duties and responsibilities of the full time rescue and fire captains, SAP 1211.03 & .04.* (These SAP's will be the basis of full time contracts.)
5. SAP for tracking earned and accrued vacation and compensation time. (Capt. Guastini/JH)
6. Review SAP 1110.01 Hiring Policy and Procedure as it relates to interviewing practices and OMA.*
7. Review SAP 1211.02 Duties of the Deputy Chief.*
8. Discuss further efforts to specify in SAP format the department membership ratings and membership participation requirements.*
9. Update status of FLSA compliance effort and possible need for inclusion in to SAP 7331.00 Payroll Procedure.*
10. Review and possibly accept revisions pending input from the Charter/By-Laws Committee to SAP 1211.20 Duties of the Board of Directors as it and the By-Laws relate to director resignation for absenteeism.*
11. Education Reimbursement Program Requirements SAP 7332.00. (new SAP)* (JH)
12. Discuss possible need for SAP that defines membership benefits. (possibly combine with or make a sub set of SAP 7332.00 group)
13. Continue discussion to developing procedures for auditing practices.* (RH).
14. Discuss further efforts to update SAP 5102.00 Accident Reporting & Investigation/VFIS. (JH)
15. Discuss further efforts to establish a HIPPA SAP. (Chief)
16. Develop computer use SAP. (Robert Hevey to assist.)
17. Inventory control SAP. (Capt. Guastini/JH)
18. Any other SAP that the committee deems as being necessary or has been requested by the Board of Directors, District and/or Department officers.
19. Open Forum
20. Schedule next meeting.*
21. Adjournment.*

*Voting by the committee on SAP matters may take place. When ever practical and at the discretion of the chair, the meeting or any part there of may be conducted in an open forum.

WCFD SAP Committee Members

John Humble (C), Richard Holt, Skip Mays, Chief Donald Hall